



Collaborative City and School Planning Policies and Procedures

- Basis:** These policies and procedures have been adopted in compliance with the City of Scottsdale Zoning Ordinance (Ordinance 455), Article I., Administration And Procedures, Section 1.1500, Collaborative City And School Planning, effective October 10, 2002.
- Goal:** Ensure that rezoning applicants communicate with school districts and obtain their comments on potential impacts of new development on school facilities in that district.
- Impact:** Applicable rezoning cases shall follow the procedures and use the forms established by the City of Scottsdale for the purposes of this section, as attached hereto.
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Criteria for Applicability

The provisions of this section shall apply only to applications for residential rezoning which increase the projected number of students for any school district's school attendance area as a result of the proposed rezoning.

The applicability of this section includes requests for rezoning which:

- Change zoning classifications from non-residential to residential classifications, and/or
- Changes in residential zoning classifications or amended stipulations that result in greater residential densities, thereby increasing the number of potential students.

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Applicant Responsibilities:

- 1) ***30 Days prior to submittal*** the applicant shall provide to the superintendent(s) of the applicable school district(s) the following information (via registered mail), with a copy to the City of Scottsdale Planning and Development Services Department:
 - a) Cover Letter including a request for a meeting to discuss the proposed rezoning (see attached example)
 - b) Detailed project narrative including the current allowed and proposed number of residential units
 - c) Location map (see attached example)
 - d) 11x17 Site plan
 - e) Contact Information, including name, mailing address, fax and e-mail)
 - f) School District Response form, with applicant and project information completed
- 2) ***At submittal***, the applicant shall provide with the rezoning application:
 - a) A copy of the above materials and,
 - b) A copy of the school district(s) response regarding the adequacy of available facilities, or a request for a thirty (30) day extension of the discussion and response time

School District Responsibilities:

- 1) ***Upon receipt of the above information***, the school district(s) shall review the materials and determine one of the following:
 - a) That the school district has adequate school facilities to accommodate the projected number of additional students generated by the proposed rezoning within the school district's attendance area; or
 - b) That the school district will have adequate school facilities via a planned capital improvement to be constructed within one (1) year of the date of notification of the district and located within the school district's attendance area; or
 - c) That the school district has determined an existing or proposed charter school as contracted by the district can provide adequate school facilities for the projected increase in students; or
 - d) That the applicant and the school district have entered into an agreement to provide, or help to provide, adequate school facilities within the school district's attendance area in a timely manner; or
 - e) That the school district does not have adequate school facilities to accommodate projected growth attributable to the rezoning.

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- 2) The School district shall determine the above with methodology approved and published by the appropriate school district. If a school district fails to establish a student per-household ratio methodology for projecting the number of new students resulting from an applicant's rezoning application, then the school district shall base its certification upon an authoritative source accepted within the education community and based upon the most recent published Census information.
- 3) If the school district(s) requests a thirty (30) day extension, such request must be made prior to the expiration of the original discussion and response time. Such requests must be made in writing and submitted to Kroy Ekblaw, the City of Scottsdale Planning and Development Services Department General Manager (via mail: 7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251; or via fax: 480-312-7088).
- 4) In the event that the appropriate school district determines that there are not adequate school facilities for the proposed rezoning, the school district shall notify the applicant and the City of Scottsdale in writing that the school district has determined that it does not have adequate school facilities to accommodate the rezoning.
- 5) Said Determination shall be communicated to the City via the form provided for that purpose.
- 6) In the event the City does not receive certification from the School District within five (5) days of the date of the application for rezoning, or any extension thereof, the application shall proceed on the basis of no finding on the adequacy of school facilities for the proposed rezoning. School District input thereafter may be sought by the City on the issue for consideration by the Planning Commission and City Council in making a decision on the rezoning application. (Per Section 1.1502.D.)

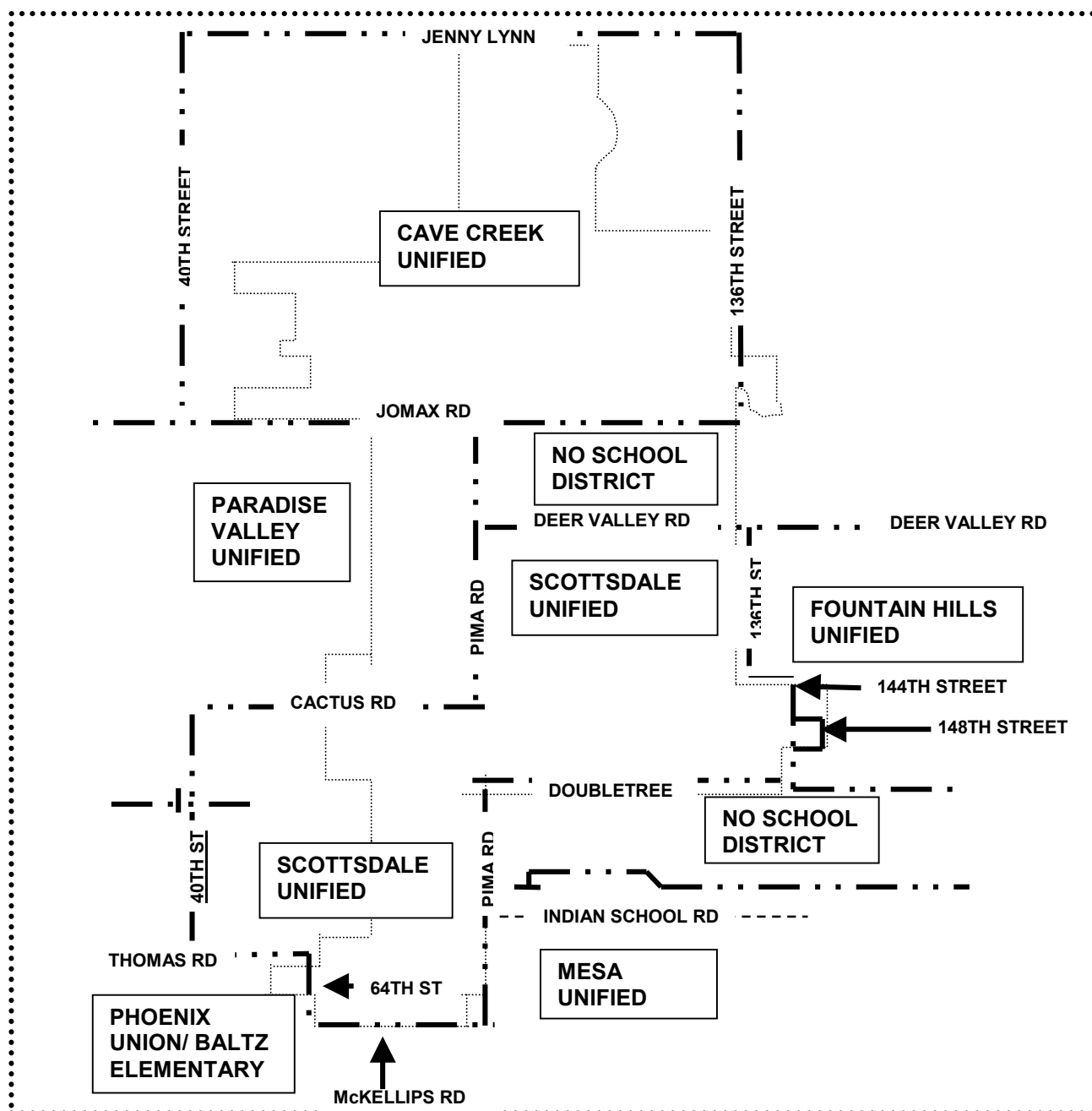
City of Scottsdale Responsibilities:

- 1) The City shall review the school district(s) response and include the district's determination in the staff report prepared for the Planning Commission and City Council.
- 2) If the school district does not respond, the staff report will reflect no response on the part of the School District. The City may choose to contact the School District regarding the rezoning. (Per Section 1.1502.D.)
- 3) The determination form, if returned by the school district, shall be included as an attachment to the said staff report.
- 4) The City shall continue to provide to the school district(s) notification of request for public hearing per the Early Notification policy.

September 10, 2002

*Don Hadder, Principal Planner
480-312-2352*

School District Boundary Map



BALTZ SCHOOL DISTRICT 31

Dr. Cathy Esposito, Superintendent

4825 E Roosevelt Street, Phoenix, AZ 85008
Phone: 602-629-6400 Fax: 602-629-6470

CAVE CREEK UNIFIED SCHOOL DISTRICT 93

Mr. John Gordon, Superintendent

PO Box 426, Cave Creek, AZ 85331
Phone: 480-575-2000 Fax: 480-488-7055

PARADISE VALLEY UNIFIED SCHOOL DISTRICT 69

Mr. Skip Brown, Associate Superintendent

15002 N 32nd Street, Phoenix, AZ 85032
Phone: 602-867-5106 Fax: 602-867-5230

FOUNTAIN HILLS UNIFIED SCHOOL DISTRICT 9

Dr. Marian Hermie, Superintendent

16000 E Palisades Blvd, Fountain Hills, AZ 85268
Phone: 480-664-5000 Fax: 480-837-7603

SCOTTSDALE UNIFIED SCHOOL DISTRICT 48

Dr. Barbara Erwin, Superintendent

3811 N 44th Street, Phoenix, AZ 85018
Phone: 480-484-6120 Fax: 480-484-6293

Projects in areas with no designated school district must notify ALL surrounding school districts.

SAMPLE

<date>

Superintendent

_____, AZ _____

Dear Sir or Madam:

This letter is being sent to you pursuant to City of Scottsdale Zoning Code (Ordinance No. 455), Article I., Administration And Procedures, Section 1.1500, Collaborative City And School Planning.

Please be advised that we are applying for a rezoning application that changes the zoning classification(s) from non-residential to residential classifications, and/or changes the residential zoning classification(s) or stipulation(s) resulting in greater residential densities allowed on the subject property. The property is currently zoned for _____ residential units; our application will result in a total of _____ units allowed, an increase of _____%.

Enclosed please find a detailed project narrative, a location map, site plan and the Determination Form required by the City per the above Ordinance. I would like to schedule a meeting with you to discuss the above proposal. I can be reached at _____.

Sincerely,

Phone:
Fax:
E-mail:

cc: City of Scottsdale Current Planning Services



City of Scottsdale
Current Planning Services

SCHOOL DISTRICT
Determination of Adequate Facilities

City of Scottsdale Project Number: _____ - PA - _____

Area in gray to be completed by Applicant.

Project Name: _____

Project Location: _____

Applicant Name: _____ Phone: _____

Applicant E-mail: _____ Fax: _____

School District: _____

I, _____, hereby certify that the following determination has been made in regards to the above referenced project:

- ☐ The school district has adequate school facilities to accommodate the projected number of additional students generated by the proposed rezoning within the school district's attendance area; or
- ☐ The school district will have adequate school facilities via a planned capital improvement to be constructed within one (1) year of the date of notification of the district and located within the school district's attendance area; or
- ☐ The school district has determined an existing or proposed charter school as contracted by the district can provide adequate school facilities for the projected increase in students; or
- ☐ The applicant and the school district have entered into an agreement to provide, or help to provide, adequate school facilities within the school district's attendance area in a timely manner (a copy of said agreement is attached hereto); or
- ☐ The school district does not have adequate school facilities to accommodate projected growth attributable to the rezoning.

Attached are the following documents supporting the above certification:

- ☐ Maps of attendance areas for elementary, middle and high schools for this location
- ☐ Calculations of the number of students that would be generated by the additional homes.
- ☐ School capacity and attendance trends for the past three years.

Or

I, _____, hereby request a thirty (30) day extension of the original discussion and response time.

Superintendent or Designee

Date

Planning and Development Services

7447 E Indian School Road, Suite 105
Scottsdale, AZ 85251
Phone: 480-312-7000 ♦ Fax: 480-312-7088